# *SECTION III*

## *Extract Record Layouts*
## *&*
## *Field Descriptions*

*TABLE OF CONTENTS*
*FOR*
*EXTRACT RECORDS*


| EXTRACT DOCUMENT | DESCRIPTION |
|---|---|
| **EIS Extract Format** | Contains all Student Management extract layouts with length and format of fields. |
| **EIS Extract Description** | Contains all Student Management extract layouts with detailed descriptions. |
| **EIS Special Education Extract Format** | Contains all Special Education (D & A) extract layouts with length and format of fields. |
| **EIS Special Education Extract Description** | Contains all Special Education (D & A) extract layouts with detailed descriptions. |

**EIS Data Requirements**

EIS Extract Format

5/9/02

## *Transmit Header*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **001** |
| **Record Version** | **2** | **99** | **01** |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| **District ID** | **3** | **9(3)** | **The ID number assigned by SDE** |
| **TH Extract Date** | **8** | **9(8)** | **Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.** |
| **TH File Name** | **20** | **X(20)** | **The physical file name for this transmission. Refer t o transmission rules.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

## *200 Day Calendar*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 010 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Calendar Number | 2 | 99 | Ex. 01,02 |
| Instructional Calendar | 1 | X | Type of calendar: Traditional=T, Year Round=Y |
| Scheduled Days | 1 | 9 | M-F=1, M-S=2 |
| Stockpile Inclement Weather Days | 2 | 99 | Number of Days |
| Stockpile Professional Development Days | 2 | 99 | Number of Days |
| In Service Days | 4 | 99v99 | Number of Days |
| Optional In Service Days | 4 | 99v99 | Number of Days |
| Parent Teacher Conference Days | 1 | 9 | Number of Days |
| Teacher Vacation Days | 2 | 99 | Number of Days |
| Abbreviated Days | 1 | 9 | Number of Days |
| Discretionary Teacher Vacation Days | 4 | 99v99 | Number of Days |
| Discretionary In Service Days | 4 | 99v99 | Number of Days |
| Discretionary Administrative Days | 4 | 99v99 | Number of Days |
| Discretionary Instructional Days | 4 | 99v99 | Number of Days |
| Discretionary Other Days | 4 | 99v99 | Number of Days |
| Instructional Days | 3 | 9(3) | Number of Days |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

Record 010 – removed field “Discretionary Parent Teacher Conference”

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*200 Day Event Calendar*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 011 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Calendar Number | 2 | 99 | Ex. 01,02 |
| Event Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Event Type** | **2** | **XX** | **See Appendix A – Calendar Event Type** |
| School Day Type | 1 | X | Instructional=I, Non-Instructional=N |
| Event Duration | 3 | 9v99 | The amount of time for the event |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Instructional Program*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 020 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Calendar Number | 2 | 99 | Ex. 01,02 |
| Instructional Program Number | 2 | 99 | Ex. 01,02 |
| Instructional Calendar | 1 | X | Type of calendar: Traditional=T, Year Round=Y |
| Student Day | 3 | 9(3) | Format Ex.MMM (in minutes) |
| Teacher Day | 3 | 9(3) | Format Ex.MMM (in minutes) |
| School Stockpile Professional Development Days | 2 | 99 | Number of Days |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Instructional Program Report Period*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 021 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |

| | | | |
|---|---|---|---|
| **Report Period Number** | **2** | **99** | **See Appendix B – Report Periods** |
| Report Period Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Report Period End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*School Days*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 022 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Event Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Event Type** | **2** | **XX** | **See Appendix A – Calendar Event Type** |
| Event Duration | 3 | 9v99 | Ex. 1.00, 0.50, 0.33, 0.66 |
| School Day Type | 1 | X | Instructional=I, Non-Instructional=N |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Class Section*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 030 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Course Code | 4 | 9(4) | SDE course code of the class |
| Local Class Number | 15 | X(15) | Local unique number assigned to a class |
| **Filler** | **2** | **99** | **Must be zero filled** |
| Service District ID | 3 | 9(3) | District of the school where class is offered |
| Service School ID | 4 | 9(4) | School where the class is offered |
| Class Type | 1 | X | Traditional=T, Pull-out=P, Self-Contained Departmentalized=C |
| Teaching Method | 1 | X | Traditional=T or blank, Distance Learning=D |
| Class Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Class End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Class Section Schedule*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 031 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Local Class Number | 15 | X(15) | Local unique number assigned to a class |
| Monday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Monday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| Tuesday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Tuesday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| Wednesday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Wednesday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| Thursday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Thursday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| Friday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Friday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| Saturday Duration | 3 | 9(3) | Minutes excluding lunch, format MMM |
| Saturday Assigned Period | 2 | 99 | Period of the day the class is to meet |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **040** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| First Name | 15 | X(15) | Legally recognized first name of the student |
| Middle Name | 15 | X(15) | Legally recognized middle name of the student |
| Last Name | 25 | X(25) | Legally recognized last name of the student |
| Suffix | 3 | X(3) | Legally recognized suffix of the student |

| | | | |
|---|---|---|---|
| Date of Birth | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Student Previous Social Security Number** | **9** | **9(9)** | **Previous SSN reported for student** |
| **Student Previous PIN** | **9** | **9(9)** | **Previous PIN reported for student** |
| Previous First Name | 15 | X(15) | Previous first name reported for student |
| Previous Middle Name | 15 | X(15) | Previous middle name reported for student |
| Previous Last Name | 25 | X(25) | Previous last name reported for student |
| Gender | 1 | X | Male=M, Female=F |
| **Race/Ethnic** | **1** | **X** | See Appendix C – Race/Ethnic Origin |
| **Filler** | **4** | **X(4)** | **Must be space filled.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

Removed fields "Primary District" and "Primary School", removed extra "Instructional Program Number"

*Student Enrollment*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 041 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Instr Service Period Type of Service | 1 | X | Primary School=P; Receiving Partial Service=S |
| Enrollment Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Enrollment Reason** | **2** | **XX** | See Appendix D – Enrollment Reasons |
| **English Language Background** | **1** | **X** | **See Appendix E – English Language Background** |
| Course of Study | 1 | X | Technical=T; University=U; Dual=D,N/A = Blank |
| **Filler** | **1** | **X** | **Reserved for future use.** |
| **Filler** | **2** | **99** | **Must be zero filled** |
| **Primary District ID** | **3** | **9(3)** | **ID of district providing service, when not student's primary/home school district** |
| **Primary School ID** | **4** | **9(4)** | **ID of school providing service, when not student's primary/home school** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

Removed field "Reason Excluded BEP"

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*Student Ineligibility Funding Status*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **042** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Fund Inelig Status | 1 | 9 | Excluded(Out-of-State=1, I20 Student=2), Not Excluded=0 |
| Fund Inelig Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Fund Inelig End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Instructional Grade*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **043** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Instructional Grade Assignment | 2 | XX | PK,K,01,02,03,04,05,06,07,08,09,10,11,12, T1,T2,T3,T4,T5,T6,T7,T8 |
| Instr Grade Assignment Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Classification*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **044** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Student Classification Type | 1 | X | Regular=R, Alternative=A, GED+2=G, Adult=D, Title I=T, Magnet=M, Private=P, Free/Reduced Lunch = L |
| **Student Classify Begin Date** | **8** | **9(8)** | **First date student was in this classification. Must be format "CCYYMMDD"** |
| **Student Classify End Date** | **8** | **9(8)** | **Last date student was in this classification. Must be format "CCYYMMDD"** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Transportation*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **045** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| **AM Bus Number** | **6** | **X(6)** | Bus number student rides in morning (AM) |
| **PM Bus Number** | **6** | **X(6)** | Bus number student rides in afternoon(PM) |
| Est Miles Transported | 4 | 99v99 | Ex. 0150, 0200 |
| **Filler** | **9** | **99** | **Must be zero filled.** |
| **Filler** | **9** | **X(3)** | **Reserved for future use.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

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*Student Disciplinary Action*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **046** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Disciplinary Action Type | 1 | X | See Appendix G – Disciplinary Actions/Reasons (Disciplinary Actions) |
| **Disciplinary Begin Date** | **8** | **9(8)** | **First full day. Must be format "CCYYMMDD"** |
| Disciplinary End Date | 8 | 9(8) | Last day. Must be format "CCYYMMDD" |
| **Disciplinary Primary Reason** | **2** | **99** | **See Appendix G – Disciplinary Actions/Reasons (Reasons for Disciplinary Action)** |
| **Disciplinary Offense Date** | **8** | **9(8)** | **The date of the infraction which caused one or more disciplinary events. Include with each event related to the original infraction. Must be format "CCYYMMDD"** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Standard Day*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **047** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Student Standard Day | 3 | 9(3) | Must be format "MMM", number in minutes |

| | | | |
|---|---|---|---|
| Student Std Day Effective Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Class Assignment*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **048** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Local Class Number | 15 | X(15) | Local unique number assigned to a class |
| Student Class Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Student Class End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Vocational Outside IEP | 1 | X | Yes=Y, Otherwise blank |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student Attendance*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **049** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Attendance Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Attendance Type | 1 | X | Absenct=A,<br>Present for Transportation=T,<br>Present=P or blank |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

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*Student Withdraw*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **050** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| Withdraw Date | 8 | 9(8) | The last day of enrollment. Must be format "CCYYMMDD" |
| **Withdraw Reason** | **2** | **99** | **See Appendix H – Withdrawal Reasons** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Student End of Service*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **051** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| End Of Service Action Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| End Of Service Action | 1 | X | Promote=P, Retain=R, Demote=D |
| Completion Document Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Completion Document Type** | **1** | **9** | **Regular Diploma=1, Honors Diploma=2, Special Education=3, High School Certificate=4, No Document=5, GED=6 See Appendix J – Completion Documents** |
| **Completion Document Period** | **2** | **X(2)** | **EA = Early, SP = Spring, SU = Summer** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

## *Staff Member*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 060 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Staff Social Security Number | 9 | 9(9) | SSN of staff member |
| Teacher License Number | 9 | 9(9) | Current license number of staff member |
| Local Staff Key | 10 | 9(10) | Local software generated number that identifies the staff member |
| First Name | 15 | X(15) | Legally recognized first name of staff member |
| Middle Name | 15 | X(15) | Legally recognized middle name of staff member |
| Last Name | 25 | X(25) | Legally recognized last name of staff member |
| Suffix | 3 | XXX | Legally recognized suffix of the staff member |
| Date of Birth | 8 | 9(8) | Must be format "CCYYMMDD" |
| Staff Previous Social Security Number | 9 | 9(9) | Previous SSN reported for staff member |
| Staff Previous Teacher License Number | 9 | 9(9) | Previous license reported for staff member |
| **Previous First Name** | **15** | **X(15)** | **Previous first name reported for staff member (Optional)** |
| Previous Last Name | 25 | X(25) | Previous last name reported for staff member |
| Gender | 1 | X | Male=M, Female=F |
| **Race/Ethnic** | **1** | **X** | **See Appendix C – Race/Ethnic Origin** |
| **Filler** | **4** | **X(4)** | **Must be space filled.** |
| Licensure Check | 1 | X | New Teacher=N, ROTC=R, University Teacher=U, Other=O, Blank |
| Waiver Request Course | 4 | 9(4) | SDE course code not currently endorsed to teach (Not Used) |
| **Staff Status** | **1** | **X** | **Full Time=F, Part Time=P** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

## *Staff Member Grandfather Course (Not Used)*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 061 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |

| | | | |
|---|---|---|---|
| Staff Social Security Number | 9 | 9(9) | SSN of staff member |
| Teacher License Number | 9 | 9(9) | Current license number of staff member |
| Local Staff Key | 10 | 9(10) | Local software generated number that identifies the staff member |
| Grandfather Course | 4 | 9(4) | SDE course code member is not currently endorsed to teach but is currently permitted to teach at the school |
| Grandfather Year | 4 | 9(4) | Must be format "CCYY" for the year the staff member qualified to grandfather the course |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Staff Member Current Assignment*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **062** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Staff Social Security Number | 9 | 9(9) | SSN of staff member |
| Teacher License Number | 9 | 9(9) | Current license number of staff member |
| Local Staff Key | 10 | 9(10) | Local software generated number that identifies the staff member |
| **Current Assignment** | **2** | **XX** | **See Appendix I – Staff Assignments / Positions** |
| Current Assignment Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Staff Member Class Assignment*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **063** |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Staff Social Security Number | 9 | 9(9) | SSN of staff member |
| Teacher License Number | 9 | 9(9) | Current license number of staff member |
| Local Staff Key | 10 | 9(10) | Local software generated number that identifies the staff member |
| Local Class Number | 15 | X(15) | Local unique number assigned to a class |
| Staff Class Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| Staff Class End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

### *Transmit Trailer*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 999 |
| Record Version | 2 | 99 | 01 |
| Filler | 2 | 99 | Must be zero filled. |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| TT Extract Date | 8 | 9(8) | Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules. |
| TT File Name | 20 | X(20) | The physical file name for this transmission. Refer t o transmission rules. |
| TT Count 010 | 9 | 9(9) | Total count of "200 Day Calendar" records in transmit file |
| TT Count 011 | 9 | 9(9) | Total count of "200 Day Event Calendar" records in transmit file |
| TT Count 020 | 9 | 9(9) | Total count of "Instructional Program" records in transmit file |
| TT Count 021 | 9 | 9(9) | Total count of "Instructional Program Report Period" records in transmit file |
| TT Count 022 | 9 | 9(9) | Total count of "School Days" records in transmit file |
| TT Count 030 | 9 | 9(9) | Total count of "Class Section" records in transmit file |
| TT Count 031 | 9 | 9(9) | Total count of "Class Section Schedule" records in transmit file |
| TT Count 040 | 9 | 9(9) | Total count of "Student" records in transmit file |
| TT Count 041 | 9 | 9(9) | Total count of "Student Enrollment" records in transmit file |
| TT Count 042 | 9 | 9(9) | Total count of "Student Ineligibility Funding Status" records in transmit file |
| TT Count 043 | 9 | 9(9) | Total count of "Student Instructional Grade" records in transmit file |
| TT Count 044 | 9 | 9(9) | Total count of "Student Classification" records in transmit file |
| TT Count 045 | 9 | 9(9) | Total count of "Student Transportation" records in transmit file |
| TT Count 046 | 9 | 9(9) | Total count of "Student Disciplinary Action" records in transmit file |
| TT Count 047 | 9 | 9(9) | Total count of "Student Standard Day" records in transmit file |
| TT Count 048 | 9 | 9(9) | Total count of "Student Class Assignment" records in transmit file |
| TT Count 049 | 9 | 9(9) | Total count of "Student Attendance" records in transmit file |
| TT Count 050 | 9 | 9(9) | Total count of "Student Withdraw" records in transmit file |
| TT Count 051 | 9 | 9(9) | Total count of "Student End Of Service" records in transmit file |

| | | | |
|---|---|---|---|
| **TT Count 060** | **9** | **9(9)** | **Total count of "Staff Member" records in transmit file** |
| **TT Count 061** | **9** | **9(9)** | **Total count of "Staff Member Grandfather Course" records in transmit file** |
| **TT Count 062** | **9** | **9(9)** | **Total count of "Staff Member Current Assignment" records in transmit file** |
| **TT Count 063** | **9** | **9(9)** | **Total count of "Staff Member Class Assignment" records in transmit file** |
| **TT Count 090** | **9** | **9(9)** | **Total count of "SE Student" records in transmit file** |
| **TT Count 091** | **9** | **9(9)** | **Total count of "SE Instructional Grade" records in transmit file** |
| **TT Count 092** | **9** | **9(9)** | **Total count of "Special Education Option" records in transmit file** |
| **TT Total Count All Record Types** | **9** | **9(9)** | **Total count of all records In this transmittal batch including header and trailer records.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

**EIS Data Requirements**
EIS Extract Description
5/9/02

## *Transmit Header*

The State Department of Education has identified the following information as being necessary for the Transmit Header Record.

| Extract Data Element | Description |
|---|---|
| Record ID | Identifier for the extract record. E.g. "001" |
| Record Version | The version number of the defined record layout |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| TH Extract Date | Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules. |
| TH File Name | The physical file name for this transmission. Refer t o transmission rules. |
| Filler | Reserved for future use. |

## *200 Day Calendar*

The State Department of Education has identified the following information as being necessary for the 200 Day Accountability and the events that are planned to take place during the 200 days within the district.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "010" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The district that is responsible for the calendar |
| School Year | The school year of the calendar |
| Calendar Number | The plan number the district has assigned to the calendar to uniquely identify the calendar within the district (ex 01,02..) |
| Instructional Calendar | Defines how the calendar will operate during the school year to provide instructional services to students.<br>• T = Traditional<br>• Y = Year Round |
| Scheduled Days | The days of the week that students will be attending school on a regular basis during the calendar.<br>• 1 = M-F<br>• 2 = M-S |
| Stockpile Inclement Weather Days | The number of days allocated by stockpiling, that may be applied to instructional days in the calendar for inclement weather |
| Stockpile Professional Development Days | The number of days allocated by stockpiling, that may be applied to instructional days in the calendar for professional development. |
| In Service Days | The number of days allocated for all personnel to participate in staff development |
| Optional In Service Days | The number of days allocated for individual choice of professional development activities |
| Parent Teacher Conference Days | The number of days allocated for parents and teachers to meet |
| Teacher Vacation Days | The number of days allocated for all teachers to be off |
| Abbreviated Days | The number of days allocated for instructional days that have been shortened to less than the state minimum school day. |

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| | |
|---|---|
| Discretionary Teacher Vacation Days | The number of days allocated through a recommendation of the superintendent to be applied according to the designation |
| Discretionary In Service Days | The number of days allocated through a recommendation of the superintendent to be applied according to the designation |
| Discretionary Administrative Days | The number of days allocated through a recommendation of the superintendent to be applied according to the designation |
| Discretionary Instructional Days | The number of days allocated through a recommendation of the superintendent to be applied according to the designation |
| Discretionary Other Days | The number of days allocated through a recommendation of the superintendent to be applied according to the designation |
| Instructional Days | The number of days for classroom instruction |
| Filler | Reserved for future use. |

## *200 Day Event Calendar*

The State Department of Education has identified the need to collect the following information on individual dates that are reported for the 200 Day Calendar

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "011" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The district that is responsible for the calendar |
| School Year | The school year of the calendar |
| Calendar Number | The plan number the district has assigned to the calendar to uniquely identify the calendar within the district (ex 01,02..) |
| Event Date | The date that the instructional or non-instructional event will take place |
| Event Type | The type of event that takes place on the date. Reference Appendix A – Calendar of Event Types for possible values. |
| School Day Type | Indicates if the event will be counted as an instructional or non instructional day<br>• I = Instructional<br>• N = Non-instructional |
| Event Duration | The amount of time for the event as recognized by the district<br>i.e. 1, .33, .50, .66 |
| Filler | Reserved for future use. |

## *Instructional Program*

The State Department of Education has identified the need to collect the following information on an instructional program a school is operating during a school year to provide instructional services to students.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "020" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |

| | |
|---|---|
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Calendar Number | The calendar number the district has assigned to the calendar to uniquely identify the calendar within the district |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Instructional Calendar | Defines how the calendar will operate during the school year to provide instructional services to students.<br>• T = Traditional<br>• Y = Year Round |
| Student Day | The length in minutes for a standard full-time day of instruction including lunch, for all students receiving instruction in the instructional program |
| Teacher Day | The length in minutes of a standard, full-time day of service, including lunch, for all teachers providing instruction to students in the instructional program |
| School Stockpile for Professional Development Days | The number of days a school may allocate for professional development in the event the school may elect to stockpile when the district does not stockpile |
| Filler | Reserved for future use. |

## *Instructional Program Report Periods*

The State Department of Education has identified the need to collect the following information on each of the report periods during the instructional program at the school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "021" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Report Period Number | The number of the report period during the Instructional Program, reference Appendix B – Report Periods |
| Report Period Begin Date | The date the report period will begin, format must be "CCYYMMDD" |
| Report Period End Date | The date the report period will end, format must be "CCYYMMDD" |
| Filler | Reserved for future use. |

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## *School Days*

The State Department of Education has identified the need to collect the following information on each of the events that occur at a school during an instructional program

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "022" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Event Date | The date of the event within the instructional program at the school, format must be "CCYYMMDD" |
| Event Type | The type of event that takes place on the date. Reference Appendix A – Calendar Event Type for possible values. |
| Event Duration | The amount of time for the event as recognized by the school<br>i.e. 1, .33, .50, .66 |
| School Day Type | The type of school day<br>• I = Instructional<br>• N = Non-Instructional |
| Filler | Reserved for future use. |

## *Class Section*

The State Department of Education has identified the need to collect the following information on each class offered at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "030" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Course Code | The SDE Course code of the class |
| Local Class Number | The local class number that uniquely identifies the class at the school. This may include a class number and section number |

| | |
|---|---|
| Filler | For future expansion of district number, must be zero filled. |
| Service District ID | The district of the school where the class is being offered |
| Service School ID | The school where the class is being offered |
| Class Type | Structure of the class<br>• T = Traditional<br>• P = Pull-out<br>• C = Self-Contained Departmentalized |
| Teaching Method | • T or blank = Traditional<br>• D = Distance Learning |
| Class Begin Date | First day of the class, format must be "CCYYMMDD" |
| Class End Date | Last day of the class, format must be "CCYYMMDD" |
| Filler | Reserved for future use. |

## *Class Section Schedule*

The State Department of Education has identified the need to collect the following information on the amount of time and the days each class is scheduled to meet at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "031" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Local Class Number | The local class number that uniquely identifies the class at the school. This may include a class number and section number |
| Monday Duration | The average amount of time the class is scheduled to meet on the specified day over a one-week period based on the amount of time the class is schedule to meet on the specified day until the scheduling pattern of the class repeats.<br><br>Reference Appendix K – Day of Week Duration for an example<br><br>The duration should exclude the time for lunch if lunch takes place during the class section. |
| Monday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Tuesday Duration | Reference the description from Monday Duration |
| Tuesday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Wednesday Duration | Reference the description from Monday Duration |
| Wednesday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Thursday Duration | Reference the description from Monday Duration |
| Thursday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Friday Duration | Reference the description from Monday Duration |

| | |
|---|---|
| Friday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Saturday Duration | Reference the description from Monday Duration |
| Saturday Assigned Period | The period number of the day the class is scheduled to meet on the specified day (the first period if it spans multiple periods) |
| Filler | Reserved for future use. |

*Student*

The State Department of Education has identified the need to collect the following information on a student who is receiving instructional service from a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. e.g. "040" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| First Name | The most recently reported legally recognized first name for the student |
| Middle Name | The most recently reported legally recognized middle name for the student |
| Last Name | The most recently reported legally recognized last name for the student |
| Suffix | The most recently reported legally recognized suffix of the student name<br>• Jr<br>• Sr<br>• I, II, III, etc. |
| Date of Birth | The month, day, and year the student was born, as most recently reported to the school, format must be "CCYYMMDD" |
| Student Previous Social Security Number | The most current incorrect Social Security Number used by the student. |
| Student Previous PIN | The most recent STUDENT PIN that was reported incorrectly. |
| Previous First Name | The most recent first name that was reported incorrectly. |
| Previous Middle Name | The most recent middle name that was reported incorrectly. |
| Previous Last Name | The most recent last name that was reported incorrectly. |
| Gender | The gender of the student<br>• M = Male<br>• F = Female |
| Race/Ethnic | Ethnic Origin of student<br>• I = American Indian or Alaskan Native<br>• A = Asian<br>• P = Native Hawaiian or Other Pacific Islander<br>• B = Black or African American<br>• H = Hispanic or Latino |

| | |
|---|---|
| | • W = White<br>Reference Appendix C – Race/Ethnic Origin |
| Filler | For future expansion of Race/Ethnic. Must be space filled. |
| Filler | Reserved for future use. |

*Student Enrollment*

The State Department of Education has identified the need to collect the following information about a student enrolling in an instructional program at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. e.g. "041" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Instr Service Period Type of Service | The type of service the school is providing<br>• P = Primary provider where student is enrolled<br>• S = Selective Services only *(Visiting Student)* |
| Enrollment Date | Date school started providing services to student, format must be "CCYYMMDD" |
| Enrollment Reason | The reason the student enrolled in the school<br>• E = Regular enrollment<br>• E1 = Out of State enrollment<br>• TR = Transferred Enrollment<br>Reference Appendix D – Enrollment Reasons |
| English Language Background | The English language background possessed by the student<br>• E = English Native (EN). English is the native or primary Language.<br>• L = English Language Learner (ELL). Student whose first language is not English and who qualify for the services of an English as a Second Language "ESL" teacher.<br>• N = Non-English Language Background (NELB). Student whose first language is not English and DO NOT qualify for the services of the ESL teacher.<br>Reference Appendix E – English Language Background |

| | |
|---|---|
| Course of Study | The course of study being followed by a student in the 9th thru the 12th grade.<br>• U = University Path – Completing the core curriculum and courses acceptable for entrance into Tennessee's public colleges and universities<br>• T = Technical Path – Completing the core curriculum and a four-unit program of study focusing on a particular technical area<br>• D = Dual – Both paths<br>• Blank = N/A |
| Filler | Reserved for future use. |
| Filler | For future expansion of district number, must be zero filled. |
| Primary District ID | The district number of the students primary or home school |
| Primary School ID | The school number of the students primary or home school |
| Filler | Reserved for future use. |

*Student Ineligibility Funding Status*

The State Department of Education has identified the need to collect the following information about the funding ineligibility of a student during an instructional program at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "042" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Fund Inelig Status | Indication if the student is ineligible to be included in funding.<br>• 0 = Not excluded from funding<br>• 1 = Out of State: Student lives out of state and is attending a Tennessee public school<br>• 2 = I-20: Student is from out of the country attending a Tennessee public school |
| Fund Inelig Begin Date | The date the student was identified as ineligible to be included in funding, format must be "CCYYMMDD". |
| Fund Inelig End Date | The date the students ineligibility to be included for funding was ended |
| Filler | Reserved for future use. |

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*Student Instructional Grade*

The State Department of Education has identified the need to collect the following information about the instructional grade a student is assigned to during an instructional program at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record. E.g. "043" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Instructional Grade Assignment | The instructional grade the student is assigned to during the instructional service period. Reference Appendix L – Instructional Grade for possible values |
| Instr Grade Assignment Date | Date student was assigned to the instructional grade, format must be "CCYYMMDD" |
| Filler | Reserved for future use. |

## *Student Classification*

The State Department of Education has identified the need to collect the following information about each classification of a student while receiving instructional services at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "044" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |

| | |
|---|---|
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Student Classification Type | Information used to further identify and classify a student<br>• R = Regular<br>• A = Alternative<br>• G = GED+2<br>• D = Adult (currently out of scope)<br>• T = Title I<br>• M = Magnet<br>• P = Private<br>• L = Free/Reduced Lunch Eligibility |
| Student Classify Begin Date | First date that the student was in this classification, format must be "CCYYMMDD". |
| Student Classify End Date | Last Data that the student was in this classification, format must be "CCYYMMDD". |
| Filler | Reserved for future use. |

## *Student Transportation*

The State Department of Education has identified the need to collect the following information about a student who is riding a bus and receiving instructional services from a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "045" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| AM Bus Number | Indicates the bus number the student rides in the morning (AM) |
| PM Bus Number | Indicates the bus number the student rides in the afternoon (PM) |
| Est Miles Transported | The estimated number of miles the student is transported to and/or from school. 0150, 0200 |
| Filler | Must be zero filled. |
| Filler | Reserved for future use. |
| Filler | Reserved for future use. |

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## *Student Disciplinary Action*

The State Department of Education has identified the need to collect the following information about each disciplinary action taken against a student while receiving instructional services at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "046" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Disciplinary Action Type | The type of disciplinary action taken against the student. Reference G – Disciplinary Reasons/Actions for possible values. |
| Disciplinary Begin Date | The first full day of the disciplinary action taken against the student., format must be "CCYYMMDD" |
| Disciplinary End Date | The last date of the disciplinary action taken against the student., format must be "CCYYMMDD" |
| Disciplinary Primary Reason | The reason the disciplinary action was taken against the student. Reference Appendix G – Disciplinary Reasons/Actions for possible values. |
| Disciplinary Offense Date | The date of the event that resulted in disciplinary action being taken, format must be "CCYYMMDD". This date should be included for all actions taken for the same offense. |
| Filler | Reserved for future use. |

## *Student Standard Day*

The State Department of Education has identified the need to collect the following information about a student's standard day while receiving instructional services from a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "047" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |

| | |
|---|---|
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Student Standard Day | The number of minutes the school has identified for a full day of instruction for the student |
| Student Std Day Effect Date | The date the Student Standard Day became effective, format must be "CCYYMMDD" |
| Filler | Reserved for future use. |

### *Student Class Assignment*

The State Department of Education has identified the need to collect the following information about each class a student is assigned to at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "048" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Local Class Number | The local class number that uniquely identifies the class at the school. This may include a class number and section number |
| Student Class Begin Date | First day student was assigned to the class, format must be "CCYYMMDD" |
| Student Class End Date | Last day student was assigned to the class, format must be "CCYYMMDD" |
| Vocational Outside IEP | Yes = Y, otherwise leave blank. |
| Filler | Reserved for future use. |

## *Student Attendance*

The State Department of Education has identified the need to collect the following information on the daily attendance of a student at a school.

The student's attendance is recorded by exception reporting. The following are the rules for sending the correct attendance information.
Build an extract record when the student's attendance for a day:

- is Absent
- is Unexcused Absent
- is Present for Transportation
- has been **changed**

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "049" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Attendance Date | The date of the students attendance, format must be "CCYYMMDD" |
| Attendance Type | Indication of the level of presence by the student at the school according to State Policy<br>• P or blank = Present<br>• A = Absent<br>• T = Present for Transportation |
| Filler | Reserved for future use. |

## *Student Withdraw*

The State Department of Education has identified the need to collect the following information on a student who is withdrawn from school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "050" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |

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| | |
|---|---|
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| Withdraw Date | The last day of enrollment, format must be "CCYYMMDD" |
| Withdraw Reason | Reason enrolled student was withdrawn from the School providing primary or selective services<br>• 00 = Dropout, under 18<br>• 01 = Dropout, 18 and over<br>• 02 = Withdrawn to state institution (i.e. TPS, DHS)<br>• 03 = Transferred to other Tennessee school system<br>• 04 = Transferred to other school in same system)<br>• 05 = Transferred out-of-state<br>• 06 = Transferred to non-public school in Tennessee<br>• 07 = Doctor certified withdrawal<br>• 08 = Deceased<br>• 09 = Transferred to mental or drug rehabilitation institution<br>• 10 = Withdrawn to a home school<br>• 11 = Court Order<br>• 12 = Graduation during summer or first semester or anytime prior to spring graduation, (regular diploma or GED diploma |
| Filler | Reserved for future use. |

## *Student End of Service*

The State Department of Education has identified the need to collect the following information about a student at the end of an instructional program or school year.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "051" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Student Social Security Number | The number assigned by the government for identification |

| | |
|---|---|
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| End Of Service Action Date | Date the action was taken on the instructional grade progression |
| End Of Service Action | Action taken on the student's instructional grade progression<br>• P = Promoted<br>• R = Retained<br>• D = Demoted |
| Completion Document Date | Date the completion document was received by the student, format must be "CCYYMMDD" |
| Completion Document Type | Level of completion<br>• 1 = Regular Diploma<br>• 2 = Honors Diploma<br>• 3 = Special Education Diploma<br>• 4 = High School Certificate<br>• 5 = No Diploma, Senior but did not complete<br>• 6 = GED |
| Completion Document Period | The time frame that a student graduated.<br>• EA = Early Graduation (After start of school in the fall, but prior to normal spring graduation).<br>• SP = The normal spring graduation.<br>• SU = Summer school graduate (After end of regular school year and prior to start of class for the next school year) |
| Filler | Reserved for future use. |

## *Staff Member*

The State Department of Education has identified the need to collect the following information on the staff members providing instructional service to a school and requires validation.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "060" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Staff Social Security Number | The number assigned by the government for identification |
| Teacher License Number | The number assigned to the staff member when they are entered into the teacher Certification and Licensure system |
| Local Staff Key | A software generated identification number used to identify the staff member within the local software |
| First Name | The legally recognized first name for the staff member |

| | |
|---|---|
| Middle Name | The legally recognized middle name for the staff member |
| Last Name | The legally recognized last name for the staff member |
| Suffix | The legally recognized suffix for the staff member's name (Jr., Sr., I, II, III) |
| Date of Birth | As reported by the staff member, the month, day and year the staff member was born, format must be "CCYYMMDD" |
| Staff Previous Social Security Number | The social security number previously used to identify the staff member as of the last transmit if different |
| Staff Previous Teacher License Number | The teacher license number previously used to identify the staff member as of the last transmit if different |
| Previous First Name | The previous first name of the staff member as of the last transmit if different (Optional) |
| Previous Last Name | The previous last name of the staff member as of the last transmit if different |
| Gender | The gender of the staff member<br>• M = Male<br>• F = Female |
| Race/Ethnic | The ethnic origin of the staff member<br>• I = American Indian or Alaskan Native<br>• A = Asian<br>• P = Native Hawaiian or Pacific Islander<br>• B = Black or African American<br>• H = Hispanic or Latino<br>• W = White |
| Filler | Must be space filled |
| Licensure Check | The staff member may not be located on the licensure file. The possible reasons may be:<br>• N = New Teacher<br>• R = ROTC<br>• U = University Teacher<br>• O = Other, Blank |
| Waiver Request Course | The SDE course code that the staff member is currently not endorsed to teach and has registered a waiver **NOT USED** |
| Staff Status | Designates the working status of a staff member at the school<br>• F = Full Time<br>• P = Part Time |
| Filler | Reserved for future use. |

## *Staff Member Grandfather Course **(NOT USED)***

The State Department of Education has identified the need to collect the following information on each of the grandfather courses a staff member may hold while at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "061" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |

| | |
|---|---|
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Staff Social Security Number | The number assigned by the government for identification |
| Teacher License Number | The number assigned to the staff member when they are entered into the teacher Certification and Licensure system |
| Local Staff Key | A software generated identification number used to identify the staff member within the local software |
| Grandfather Course | The course code that the staff member is permitted to teach at the school without being required to meet the most recent endorsements or other additional requirements. |
| Grandfather Year | The school year the staff member was first permitted to teach the grandfathered course |
| Filler | Reserved for future use. |

## *Staff Member Current Assignment*

The State Department of Education has identified the need to collect the following information on each of the current assignments a staff member may hold at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "062" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Staff Social Security Number | The number assigned by the government for identification |
| Teacher License Number | The number assigned to the staff member when they are entered into the teacher Certification and Licensure system |
| Local Staff Key | A software generated identification number used to identify the staff member within the local software |
| Current Assignment | A position a staff member is assigned to provide service. See Appendix I – Staff Positons/Assignments for listing of 'current assignments' or positions |
| Current Assignment Begin Date | The date assigned to the current assignment, format must be "CCYYMMDD". (Hire date for current school year (i.e. regular, summer)) |
| Filler | Reserved for future use. |

## *Staff Member Class Assignment*

The State Department of Education has identified the need to collect the following information on each of classes a staff member has been assigned at a school.

| Extract Data Element | Description |
|---|---|
| Record Id | Identifier for the extract record "063" |
| Record Version | The version number of the defined record layout |

| | |
|---|---|
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District Id | The District Number that oversees the school |
| School Id | The School Number of the school that is responsible for the data being transmitted |
| School Year | The school year that the instructional program will be operated to provide instructional services to students. |
| Staff Social Security Number | The number assigned by the government for identification |
| Teacher License Number | The number assigned to the staff member when they are entered into the teacher Certification and Licensure system |
| Local Staff Key | A software generated identification number used to identify the staff member within the local software |
| Local Class Number | The local class number that uniquely identifies the class at the school. This may include a class number and section number |
| Staff Class Begin Date | First day of the school year the teacher provided instructional services for class section, format must be "CCYYMMDD" |
| Staff Class End Date | Last day of the school year the teacher provided instructional services for class section, format must be "CCYYMMDD" |
| Filler | Reserved for future use. |

### *Transmit Trailer*

| Extract Data Element | Description |
|---|---|
| **Record ID** | **Identifier for the extract record. E.g. "999"** |
| **Record Version** | **The version number of the defined record layout** |
| **Filler** | **For future expansion of district number, must be zero filled.** |
| **District ID** | **The number assigned by SDE to the district.** |
| **TT Extract Date** | **Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.** |
| **TT File Name** | **The physical file name for this transmission. Refer t o transmission rules.** |
| **TT Count 010** | **Total count of "200 Day Calendar" records in transmit file** |
| **TT Count 011** | **Total count of "200 Day Event Calendar" records in transmit file** |
| **TT Count 020** | **Total count of "Instructional Program" records in transmit file** |
| **TT Count 021** | **Total count of "Instructional Program Report Period" records in transmit file** |
| **TT Count 022** | **Total count of "School Days" records in transmit file** |
| **TT Count 030** | **Total count of "Class Section" records in transmit file** |
| **TT Count 031** | **Total count of "Class Section Schedule" records in transmit file** |
| **TT Count 040** | **Total count of "Student" records in transmit file** |
| **TT Count 041** | **Total count of "Student Enrollment" records in transmit file** |
| **TT Count 042** | **Total count of "Student Ineligibility Funding Status" records in transmit file** |
| **TT Count 043** | **Total count of "Student Instructional Grade" records in transmit file** |
| **TT Count 044** | **Total count of "Student Classification" records in transmit file** |
| **TT Count 045** | **Total count of "Student Transportation" records in transmit file** |
| **TT Count 046** | **Total count of "Student Disciplinary Action" records in transmit file** |
| **TT Count 047** | **Total count of "Student Standard Day" records in transmit file** |
| **TT Count 048** | **Total count of "Student Class Assignment" records in transmit file** |
| **TT Count 049** | **Total count of "Student Attendance" records in transmit file** |

| | |
|---|---|
| **TT Count 050** | **Total count of "Student Withdraw" records in transmit file** |
| **TT Count 051** | **Total count of "Student End Of Service" records in transmit file** |
| **TT Count 060** | **Total count of "Staff Member" records in transmit file** |
| **TT Count 061** | **Total count of "Staff Member Grandfather Course" records in transmit file** |
| **TT Count 062** | **Total count of "Staff Member Current Assignment" records in transmit file** |
| **TT Count 063** | **Total count of "Staff Member Class Assignment" records in transmit file** |
| **TT Count 090** | **Total count of "SE Student" records in transmit file** |
| **TT Count 091** | **Total count of "SE Instructional Grade" records in transmit file** |
| **TT Count 092** | **Total count of "Special Education Option" records in transmit file** |
| **TT Total Count All Record Types** | **Total count of all records on this transmittal batch including header and trailer records.** |
| Filler | Reserved for future use. |

**EIS Data Requirements**
EIS Special Education Extract Format
6/1/00

***Transmit Header***

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **001** |
| **Record Version** | **2** | **99** | **01** |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| **District ID** | **3** | **9(3)** | **The ID number assigned by SDE** |
| **TH Extract Date** | **8** | **9(8)** | **Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.** |
| **TH File Name** | **20** | **X(20)** | **The physical file name for this transmission. Refer t o transmission rules.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*SE Student*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 090 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| First Name | 15 | X(15) | Legally recognized first name of the student |
| Middle Name | 15 | X(15) | Legally recognized middle name of the student |
| Last Name | 25 | X(25) | Legally recognized last name of the student |
| Suffix | 3 | X(3) | Legally recognized suffix of the student |
| Date of Birth | 8 | 9(8) | Must be format "CCYYMMDD" |
| Student Classification Type | 1 | X | Regular=R, Alternative=A, GED+2=G, Adult=D, Title I=T, Magnet=M, Private=P |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| Primary District ID | 3 | 9(3) | Student's primary/home school district |
| Primary School ID | 4 | 9(4) | Student's primary/home school |
| **Student Previous Social Security Number** | **9** | **9(9)** | **Previous SSN reported for student** |
| **Student Previous PIN** | **9** | **9(9)** | **Previous PIN reported for student** |
| Previous First Name | 15 | X(15) | Previous first name reported for student |
| Previous Middle Name | 15 | X(15) | Previous middle name reported for student |
| Previous Last Name | 25 | X(25) | Previous last name reported for student |
| Instructional Program Number | 2 | 99 | Ex. 01, 02 |
| Gender | 1 | X | Male=M, Female=F |
| **Race/Ethnic** | **1** | **X** | **See Appendix C – Race/Ethnic Origin** |
| **Filler** | **4** | **X(4)** | **Must be space filled.** |

| | | | |
|---|---|---|---|
| **SE Instr Service Period Type of Service** | **1** | **X** | **Private Not Enrolled=N, if not Private Not Enrolled leave blank** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

## SE Instructional Grade

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 091 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **XX** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| SE Instructional Grade Assignment | 2 | XX | PK,K,01,02,03,04,05,06,07,08,09,10,11,12,T1,T2,T3,T4,T5,T6,T7,T8 |
| SE Instr Grade Begin Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| SE Instr Grade End Date | 8 | 9(8) | Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

*Special Education Option*

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| Record ID | 3 | 9(3) | 092 |
| Record Version | 2 | 99 | 01 |
| Record Type | 1 | X | New=N, Edit=E, Delete=D |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| District ID | 3 | 9(3) | The ID number assigned by SDE |
| School ID | 4 | 9(4) | The ID number assigned by SDE |
| School Year | 4 | 9(4) | Must be format "CCYY" for the year the fall semester begins |
| Student Social Security Number | 9 | 9(9) | Social Security Number of student if provided |
| Student PIN | 9 | 9(9) | Required if Social Security Number not provided |
| Local Student Key | 10 | 9(10) | Local software generated number that identifies the student |
| **SE Option Level** | **1** | **X** | **Primary=P, Secondary=S** |
| SE Option Number | 2 | 99 | e.g. 01 - 10 |
| SE Option Begin Date | 8 | 9(8) | First date of Option. Must be format "CCYYMMDD" |
| SE Option End Date | 8 | 9(8) | Last date of Option. Must be format "CCYYMMDD" |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

***Transmit Trailer***

| Extract Data Element | Length | Format | Description |
|---|---|---|---|
| **Record ID** | **3** | **9(3)** | **999** |
| **Record Version** | **2** | **99** | **01** |
| **Filler** | **2** | **99** | **Must be zero filled.** |
| **District ID** | **3** | **9(3)** | **The ID number assigned by SDE** |
| **TT Extract Date** | **8** | **9(8)** | **Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules.** |
| **TT Transmit File Name** | **20** | **X(20)** | **The physical file name for this transmission. Refer t o transmission rules.** |
| **TT Extract Date** | **8** | **9(8)** | **Must use Format of CCYYMMDD, the date of original transmit for this file.** |
| **TT File Name** | **20** | **X(20)** | **The physical file name for this transmission** |
| **TT Count 010** | **9** | **9(9)** | **Total count of "200 Day Calendar" records in transmit file** |
| **TT Count 011** | **9** | **9(9)** | **Total count of "200 Day Event Calendar" records in transmit file** |
| **TT Count 020** | **9** | **9(9)** | **Total count of "Instructional Program" records in transmit file** |
| **TT Count 021** | **9** | **9(9)** | **Total count of "Instructional Program Report Period" records in transmit file** |
| **TT Count 022** | **9** | **9(9)** | **Total count of "School Days" records in transmit file** |
| **TT Count 030** | **9** | **9(9)** | **Total count of "Class Section" records in transmit file** |
| **TT Count 031** | **9** | **9(9)** | **Total count of "Class Section Schedule" records in transmit file** |
| **TT Count 040** | **9** | **9(9)** | **Total count of "Student" records in transmit file** |
| **TT Count 041** | **9** | **9(9)** | **Total count of "Student Enrollment" records in transmit file** |
| **TT Count 042** | **9** | **9(9)** | **Total count of "Student Ineligibility Funding Status" records in transmit file** |
| **TT Count 043** | **9** | **9(9)** | **Total count of "Student Instructional Grade" records in transmit file** |
| **TT Count 044** | **9** | **9(9)** | **Total count of "Student Classification" records in transmit file** |
| **TT Count 045** | **9** | **9(9)** | **Total count of "Student Transportation" records in transmit file** |
| **TT Count 046** | **9** | **9(9)** | **Total count of "Student Disciplinary Action" records in transmit file** |
| **TT Count 047** | **9** | **9(9)** | **Total count of "Student Standard Day" records in transmit file** |
| **TT Count 048** | **9** | **9(9)** | **Total count of "Student Class Assignment" records in transmit file** |
| **TT Count 049** | **9** | **9(9)** | **Total count of "Student Attendance" records in transmit file** |
| **TT Count 050** | **9** | **9(9)** | **Total count of "Student Withdraw" records in transmit file** |

| | | | |
|---|---|---|---|
| **TT Count 051** | **9** | **9(9)** | **Total count of "Student End Of Service" records in transmit file** |
| **TT Count 060** | **9** | **9(9)** | **Total count of "Staff Member" records in transmit file** |
| **TT Count 061** | **9** | **9(9)** | **Total count of "Staff Member Grandfather Course" records in transmit file** |
| **TT Count 062** | **9** | **9(9)** | **Total count of "Staff Member Current Assignment" records in transmit file** |
| **TT Count 063** | **9** | **9(9)** | **Total count of "Staff Member Class Assignment" records in transmit file** |
| **TT Count 090** | **9** | **9(9)** | **Total count of "SE Student" records in transmit file** |
| **TT Count 091** | **9** | **9(9)** | **Total count of "SE Instructional Grade" records in transmit file** |
| **TT Count 092** | **9** | **9(9)** | **Total count of "Special Education Option" records in transmit file** |
| **TT Total Count All Record Types** | **9** | **9(9)** | **Total count of all records on this transmittal file including header and trailer records.** |
| **Filler** | **20** | **X(20)** | **Reserved for future use.** |

**EIS Data Requirements**

EIS Special Education Extract Description

6/1/00

*Transmit Header*

| Extract Data Element | Description |
|---|---|
| Record ID | Identifier for the extract record. E.g. "001" |
| Record Version | The version number of the defined record layout |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| TH Extract Date | Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules. |
| TH File Name | The physical file name for this transmission. Refer t o transmission rules. |
| Filler | Reserved for future use. |

*SE Student*

| Extract Data Element | Description |
|---|---|
| Record ID | Identifier for the extract record. e.g. "090" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| School ID | The number assigned by SDE to the school. |
| School Year | The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Format must be "CCYY". |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| First Name | The most recently reported legally recognized first name of the student. |
| Middle Name | The most recently reported legally recognized middle name of the student. |
| Last Name | The most recently reported legally recognized last name of the student. |
| Suffix | The most recently reported legally recognized suffix of the student.<br>• Jr<br>• Sr<br>• I, II, III, etc. |
| Date of Birth | The month, day, and year that the student was born. Format must be "CCYYMMDD". |
| Student Classification Type | Information used to further identify and classify a student<br>• R = Regular<br>• A = Alternative<br>• G = GED+2<br>• D = Adult (currently out of scope)<br>• T = Title I<br>• M = Magnet<br>• P = Private |
| Filler | For future expansion of district number, must be zero filled. |
| Primary District ID | The district number of the students primary or home school |

| | |
|---|---|
| Primary School ID | The school number of the students primary or home school |
| Student Previous Social Security Number | The previously reported Social Security Number of the student as of the last transmission |
| Student Previous PIN | The previously reported PIN of the student as of the last transmission if different |
| Previous First Name | The previously reported first name of the student as of the last transmission if different |
| Previous Middle Name | The previously reported middle name of the student as of the last transmission if different |
| Previous Last Name | The previously reported last name of the student as of the last transmission if different |
| Instructional Program Number | The number assigned to the instructional program to uniquely identify the instructional program within the school |
| Gender | The gender of the student<br>• M = Male<br>• F = Female |
| Race/Ethnic | • I = American Indian or Alaskan Native<br>• A = Asian<br>• P = Native Hawaiian or Other Pacific Islander<br>• B = Black or African American<br>• H = Hispanic or Latino<br>• W = White |
| Filler | Field to be used for future expansion of Race/Ethnic, must be space filled |
| SE Instr Service Period Type of Service | N = Private not enrolled in school<br>Blank = all others |
| Filler | Reserved for future use. |

*SE Instructional Grade*

| **Extract Data Element** | **Description** |
|---|---|
| Record ID | Identifier for the extract record. E.g. "091" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| School ID | The number assigned by SDE to the school. |
| School Year | The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. Format must be "CCYY". |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| SE Instructional Grade Assignment | The instructional grade the student is assigned to during the instructional service period. See Appendix L – Instructional Grade for possible values |
| SE Instr Grade Begin Date | Date student was assigned to the instructional grade, must be format "CCYYMMDD" |

| | |
|---|---|
| SE Instr Grade End Date | Date student assignment ended for the instructional grade, must be format "CCYYMMDD" |
| Filler | Reserved for future use. |

*Special Education Option*

| Extract Data Element | Description |
|---|---|
| Record ID | Identifier for the extract record. E.g. "092" |
| Record Version | The version number of the defined record layout |
| Record Type | Identifier for the type of record being sent in to be processed.<br>• N = New Record<br>• E = Edited Record<br>• D = Deleted Record |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| School ID | The number assigned by SDE to the school. |
| School Year | The four-digit school year that the instructional program will be operated to provide instructional services to students. The year of the fall semester. |
| Student Social Security Number | The number assigned by the government for identification |
| Student PIN | The number assigned by the school in the event that the Social Security Number was not available or provided by the student. |
| Local Student Key | A software generated identification number used to identify the student within the local software |
| SE Option Level | P = Primary<br>S = Secondary |
| SE Option Number | e.g. 01 – 10 |
| SE Option Begin Date | First date of Option. Must be format "CCYYMMDD" |
| SE Option End Date | Last date of Option. Must be format "CCYYMMDD" |
| Filler | Reserved for future use. |

*Transmit Trailer*

| Extract Data Element | Description |
|---|---|
| Record ID | Identifier for the extract record. E.g. "999" |
| Record Version | The version number of the defined record layout |
| Filler | For future expansion of district number, must be zero filled. |
| District ID | The number assigned by SDE to the district. |
| TT Extract Date | Must use Format of CCYYMMDD, the date of creation for this batch. Refer to transmission rules. |
| TT File Name | The physical file name for this transmission. Refer t o transmission rules. |
| TT Count 010 | Total count of "200 Day Calendar" records in transmit file |
| TT Count 011 | Total count of "200 Day Event Calendar" records in transmit file |
| TT Count 020 | Total count of "Instructional Program" records in transmit file |
| TT Count 021 | Total count of "Instructional Program Report Period" records in transmit file |
| TT Count 022 | Total count of "School Days" records in transmit file |
| TT Count 030 | Total count of "Class Section" records in transmit file |
| TT Count 031 | Total count of "Class Section Schedule" records in transmit file |
| TT Count 040 | Total count of "Student" records in transmit file |

| | |
|---|---|
| TT Count 041 | Total count of “Student Enrollment” records in transmit file |
| TT Count 042 | Total count of “Student Ineligibility Funding Status” records in transmit file |
| TT Count 043 | Total count of “Student Instructional Grade” records in transmit file |
| TT Count 044 | Total count of “Student Classification” records in transmit file |
| TT Count 045 | Total count of “Student Transportation” records in transmit file |
| TT Count 046 | Total count of “Student Disciplinary Action” records in transmit file |
| TT Count 047 | Total count of “Student Standard Day” records in transmit file |
| TT Count 048 | Total count of “Student Class Assignment” records in transmit file |
| TT Count 049 | Total count of “Student Attendance” records in transmit file |
| TT Count 050 | Total count of “Student Withdraw” records in transmit file |
| TT Count 051 | Total count of “Student End Of Service” records in transmit file |
| TT Count 060 | Total count of “Staff Member” records in transmit file |
| TT Count 061 | Total count of “Staff Member Grandfather Course” records in transmit file |
| TT Count 062 | Total count of “Staff Member Current Assignment” records in transmit file |
| TT Count 063 | Total count of “Staff Member Class Assignment” records in transmit file |
| TT Count 090 | Total count of “SE Student” records in transmit file |
| TT Count 091 | Total count of “SE Instructional Grade” records in transmit file |
| TT Count 092 | Total count of “Special Education Option” records in transmit file |
| TT Total Count All Record Types | Total count of all records on this transmittal file including header and trailer records. |
| Filler | Reserved for future use. |